PART 2—DESCRIPTION OF REHABILITATION

The Historic Preservation Certification Application, Part 2, must be completed for any project seeking qualification as "certified rehabilitation" for purposes of the 25 percent ITC. While Part 2 may be used to describe ongoing or completed rehabilitation work, it is strongly recommended that Part 2 be submited before rehabilitation work begins. A single feature of the work considered inappropriate could result in the project not being certified by the Department of the Interior.

All projects are reviewed in accordance with the Secretary of the Interior's Standards for Rehabilitation (discussed in a following section). These Standards were designed to assure that certified rehabilitation does not harm the historic materials and character of a given building and, where appropriate, is in keeping with the overall integrity of the National Register district within which it is located. The Standards apply to interior and exterior rehabilitation as well as to any new construction that is part of the project.

Certification is determined by reviewing the entire project rather than its individual elements. This allows some degree of flexibility in the application of the Standards. Adaptive reuse of an historic building is encouraged and may require work otherwise considered inappropriate. Conversion of a school to apartments, for example, might include lowering a ceiling or raising a floor to accommodate ductwork, wiring and plumbing. As long as the overall project meets the Standards, the project will be certified.

Part 2 of the certification application is very straightforward. The applicant i asked to describe, feature by feature, the existing appearance and condition, and the proposed work affecting that feature. Windows in a residential building might be described as follows: Original two-over-two-light, wooden, double hung sash in poor condition; two windows on the north side, first floor are missing. Proposed work may be described: All existing windows will be repaired and reused. Replacement windows in matching materials and configuration will be installed where missing. The description of the existing conditions are supported by referencing photographs. Proposed work is supported by the inclusion of architectural drawings. (Photographs and drawings are discussed in a following section.)

The entire project, including site work, exterior and interior work, and new construction, is to be methodically described. Several features, such as walls, ceilings and floors, may be discussed generally since they are commonly treated throughout the project. Other features, such as treatment of stairs or new construction require more specific, locational descriptions.

Clarity is the most vital aspect of the application. The applicant must keep in mind that the reviewer in Atlanta, although well qualified in architecture and construction, is not likely to be familiar with Louisville architecture, and certainly not with the details of a specific building. Any inconsistencies or lack of clarity in the application will only serve to delay certification by requiring the reviewer to seek clarification or more thorough documentation.

The applicant will be notified in writing by the Atlanta office, whether the proposed work is in keeping with the Standards. Changes in the proposed work may be required in order to bring the project into compliance with the Standards Approval of the proposed work produces "preliminary" certification. A project does not become a "certified rehabilitation" until the work is completed, reviewed by the Department of the Interior and determined to be in conformance with the approved proposal.

CERTIFICATION OF COMPLETED WORK

Upon completion of the work, a Request for Certification of Completed Work, sometimes referred to as Part 3, must be submitted to the SHPO for review. Duplicate photographs of the completed work must accompany the simple, one-page form. The project may be inspected by an authorized representative of the Secretary of the Interior, but thorough photographs of the project will generally be sufficient.

Once the Request for Certification of Completed Work has been reviewed, and the completed work is found to be in compliance with the Standards, a letter of final certification is issued. An authorized representative of the Secretary of the Interior has legal authority to inspect the property anytime, with notice, over the following five years, to assure continued compliance with the Standards.

Final certification can be assured if; 1) the project is completed according to the plans which were submitted to the Department of the Interior and determined by them to meet the Standards, and 2) all conditions for compliance with the Standards, laid out in the letter of preliminary certification, have been met. Frequently, however, during the rehabilitation of a building, changes to the original plans are found to be necessary by the applicant. A simple letter to the SHPO outlining the requested change, referencing the original application, and including revised architectural drawings if necessary, is all that is required. The applicant will be notified by the regional office whether the change meets the Standards. This simple process may alleviate any doubt as to the project's eligibility for final certification.